

MAILING MATRIX SPECIFICATIONS

Effective October 1, 2001, the creditor matrix in Chapter 11 cases must be submitted on a computer disk. (Computer disks will also be accepted, although not required, in Chapter 7 and Chapter 13 cases. Already in effect is the requirement that in ANY case where the number of creditors exceeds 100, the matrix MUST be submitted on disk. Click on the link below for instructions on preparation and submission of the disk). A paper copy of the matrix must accompany ALL petitions, regardless of Chapter.

The list must be prepared in accordance with the following specifications:

1. The list must be typed in Courier 12 point font (10cpi).
2. Creditors must be listed in alphabetical order, in a single column down the left-hand side of the page.
3. Top and bottom margins should be approximately 1 inch each.
4. Each listing should consist of no more than five lines, single-spaced, with listings separated by one blank line. (Do not skip any lines *within* a listing.) Each line must not exceed 40 characters.
5. List creditors only - do not include debtor or attorney, U.S. Trustee, page headings of any kind, or page numbers.
6. Creditor listings should include names and addresses only - do not include account numbers.
7. ZIP codes must be located on the same line as the city and state, which should be the last line of the address.
8. If a zip code contains 9 digits, make sure that the entire zip code appears on the same line, with a hyphen placed between the fifth and sixth numbers.
9. Avoid using punctuation (periods, commas, etc.) in names and addresses.
10. If "attention" lines are used, they should appear on the second line of the address, not on the last line.
11. No headers, footers or page numbers should appear on the list.
12. Only the first letter of a name/word should be capitalized. Do *not* capitalize entire lines.
13. In cases in which no disk is being submitted, the paper copy of the list should not be stapled to the petition.
14. Certain parties have advised the court of particular addresses to which notices are to be sent if these parties are scheduled as creditors in bankruptcy cases. Please click on the link below for a listing of these parties, and use the addresses shown if any of them are scheduled as creditors in your case.

[Example of properly prepared matrix](#)

[List of parties requiring particular mailing addresses](#)

[Instructions for preparation and submission of computer disk](#)

Citibank/CCSI
Bankruptcy Dept
7930 NW 110th St
Kansas City MO 64195-9904

First National Bank
Post Office Box 3391
Beaumont TX 77703-3391

Flex Northwest
1540 NW 46th St
Seattle WA 98277

General Welding Supply Co
3465 Maryland Blvd
Baltimore MD 21286

Ideal Electronics Inc
235 Broadway
Brooklyn NY 11228

North American Mortgage Co.
231 East Ave.
Albion NY 14411

NYS Dept of Taxation & Finance
Bankruptcy Section
PO Box 5300
Albany NY 12205-0300

PNC Mortgage
500 W Jefferson St
9th Floor
Louisville KY 40202

Sears Bankruptcy Recovery
Services Inc
45 Congress St
Salem MA 01970

LIST OF PARTIES REQUIRING PARTICULAR MAILING ADDRESSES

The parties listed below have requested that notices in bankruptcy cases be directed to the mailing addresses specified on this list. Please use these addresses when listing any of these parties. (NOTE: This list appears in two columns to save space. When listing any of these parties on a mailing matrix, please follow the foregoing [instructions](#).)

Bank of New York
Retail Collection Dept
502 White Clay Center
Newark DE 19711

Greenpoint Mortgage
Bankruptcy Dept
POB 8708
Columbus GA 31908-8708

Bell Atlantic
Attn: Bankruptcy
6360 Thompson Rd
PO Box 6360
Syracuse NY 13026

LIPA/Brooklyn Union of
Long Island
Attn: Elisa M Pugliese Esq
175 East Old Country Rd
Hicksville NY 11801

Bell Atlantic Mobile
Attn: Bankruptcy Dept-MS 100
600 Unicorn Park Dr
PO Box 4000
Woburn MA 01888-09860

North American Mortgage Co
231 East Ave
Albion NY 14411

Bell Atlantic Visa Card
Attn: Bankruptcy
PO Box 15583
Wilmington DE 19886

NYS Dept of Taxation & Finance
Bankruptcy Section
PO Box 5300
Albany NY 12205-0300

Citibank/CCSI
Bankruptcy Dept
7930 NW 110th St
POB 20487
Kansas City MO 64195-9904

NYS Unemployment
Attn: Insolvency Unit
Bldg 12 - Room 256
Albany NY 12240

Department of Finance
Office of Legal Affairs
(Parking Violations)
345 Adams St-3rd Floor
Brooklyn NY 11210

PNC Mortgage
500 W Jefferson St
9th Floor
Louisville KY 40202

Dime Savings Bank
C/o North American Mortgage Co
231 East Ave
Albion NY 14411

Sears Bankruptcy Recovery
Services Inc
45 Congress St
Salem MA 01970

GE Card Services
PO Box 36957
Attn: Recovery Payment Proc.
Canton OH 44735

State Bank of Long Island
Legal Dept - Operations Division
580 E Jericho Tpke
Huntington Sta. NY 11746-7378

General Revenue Corp
11501 Northlake Dr
Cincinnati OH 45249

Tandy Credit Corp
C/o Hurley State Bank
POB 7004
Sioux Falls SD 57117-7004

United States Bankruptcy Court Eastern District of New York

Instructions For Submission Of The Creditor Matrix On Computer Disk

Effective October 1, 2001 the following guidelines must be followed in all Chapter 11 filings. Submitting the list of creditors on a computer disk allows the court to more efficiently process cases.

Note that these guidelines apply now to ANY case in which the number of creditors exceeds 100.

Disk Type:

Must be a 3 ½ disk in Windows compatible format in any density up to 1.44 MB.

Disk File Requirements:

1. Each case must be submitted with a separate disk containing one file *only*, consisting of the names and addresses of all creditors.
2. The file must be located in the disk's root directory and named **matrix.txt**
3. The file must be saved in a "pure text" format (ASCII Dos Text), not the word processor's document format.
4. The disk should be in a sealed envelope, with the names of the debtor and the debtor's attorney listed on the outside of the envelope.

Petition Requirements:

A paper copy of the matrix will still be required to be submitted attached to the petition.

File Content:

The list should include creditors *only*. Because the court has software which automatically adds the debtor, joint debtor, debtor's attorney, case trustee and US Trustee to the case record, these parties should **NOT** be included on the creditor list.

Creditor Format:

1. Must be typed in Courier 12 point font (10cpi).
2. Lists should be typed in a single column.
3. Creditors must be listed in alphabetical order.
4. Each name and address must consist of no more than 5 (five) total lines of single spaced type.
5. Creditor records should be separated by one blank line.
6. ZIP codes must be located on the same line as the city and state, which should be the last line of the address.
7. If you use ZIP +4 format, place a hyphen between the fifth and the sixth number.
8. Each line must not exceed 40 characters.
9. If "attention" lines are used, they should appear on the second line of the address, not on the last line.
10. No headers, footers, page numbers, account numbers or other extraneous marks should be used in the text.
11. Only the first letter of a name/word should be capitalized. Do *not* capitalize entire lines.

Disk Label Requirement:

Do not write on a disk label with a ballpoint pen, because the disk may be damaged. Use a felt-tip pen or write lightly in pencil. The following information should be included on each disk submitted:

1. name of submitting firm or practitioner
2. debtor's full name
3. the number of creditors on the disk

Returning Disk:

Disks will not be returned.

Limitations:

If the list contains more than 1000 creditors, please bring this to the attention of the Intake Coordinator.

Example Instructions for Microsoft Word or WordPerfect for Windows:

After the matrix has been typed, place a formatted diskette in the floppy (A) drive and select the following items from the menu bar at the top of the window:

File

Save As

Save File as Type: *(select one of the following types)*

MS-DOS Text or ASCII (DOS) Text

File Name: (enter matrix.txt in the box below this item)

Drives:

A: (or whatever is appropriate for your PC)

Ok (left click the button one time with the mouse to complete saving the file).

Computer Virus Protection:

The court has computer software which scans disks for viruses in order to prevent possible damage to court records. Since new strains of computer viruses are regularly created, the court subscribes to a virus detection update service which allows us to detect the most recent computer viruses. All computer users are strongly urged to ensure that safeguards exist in their offices to detect and eradicate current and future computer viruses. You should also be aware that regardless of which virus detection software you use, the software must be updated regularly to enable it to detect new viruses. **Submission of a computer disk with a virus will be subject to appropriate court action.**

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